

Bookkeeping
Survey

8-7027 11-21-1944



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN & HELPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, GEN'L. SEC'Y-TREAS.
100 INDIANA AVE., N.W.

WASHINGTON 1, D. C.

Dear Sir and Brother:

From information received from the National Cash Register Company, the book-keeping machine ordered by your local union has been delivered and installed.

It is of the utmost importance that I receive without delay, the information requested in the following outlined inquiries:

1. The factory serial number which appears on your machine.
2. Your comments, favorable and unfavorable, with respect to the servicing, installation and operation of the accounting machine. Primarily, is the National Cash Register Company giving you satisfactory service? Please be very explicit on this point.
3. Has there been any undue pressure by any one particular company desiring to supply equipment to be used in conjunction with the bookkeeping machine?
4. It is assumed that you will no longer need initiation or per capita stamps. Yes or No?

Shortly the International will remit to the National Cash Register Company for the cost of machines delivered to your and other local unions. Your cooperation in providing the above information will materially assist me in proceeding with the settlement of this bill.

With best wishes, permit me to remain

Fraternally yours,

John F. English
JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

Str27-75
6/54
JFE:mjc



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN & HELPERS
OF AMERICA**

APPLIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, GEN'L. SEC'Y-TREAS.
100 INDIANA AVE., N. W.

WASHINGTON 1, D. C.

June 4, 1954

TO ALL LOCAL UNIONS:

This letter is addressed primarily to those local unions which have made, or anticipate making, purchase of a new National Cash Register bookkeeping machine. Certain items of equipment for housing ledger cards must be used with the machine.

The International purposely did not recommend the product of any particular company because there are so many varieties available. No company was given the exclusive right to supply our people.

Contrary to this, the Diebold Company of Canton, Ohio, has represented itself to our local unions as supplying the only recommended equipment. They have gone so far as to draw up an order blank which appears to be from the International office and further, they have made use of a roster obtained from one of our local unions. Incidentally, this latter bears out why we insist on restricted use of the roster.

The Diebold Company has oversold our local unions in some instances by claiming that their "deep freeze" unit particularly is the only answer to the problem. The unit is not only extremely high in price but is not at all necessary for our usage.

This office does not recommend or approve Diebold equipment nor does it support its actions to the contrary. I suggest that if you have placed orders for any of their equipment and it has not as yet been delivered, that you cancel same. The International has had to call the attention of the Diebold Company to their unscrupulous methods on three different occasions.

Fraternaly yours,

JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

JFE:mjc
STr26-1000
6/1

9-1027 11-21-1954



INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN AND HELPERS OF AMERICA

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, Sec'y-Treas.
100 INDIANA AVE., N.W.

WASHINGTON 1, D. C.

May 20, 1954

Dear Sir and Brothers:

From information received from the National Cash Register Company, the book-keeping machine ordered by your local union has been delivered and installed.

It is of the utmost importance that I receive without delay, the information requested in the following outlined inquiries:

1. The factory serial number which appears on your machine.
2. Your comments, favorable and unfavorable, with respect to the servicing, installation and operation of the accounting machine. Primarily, is the National Cash Register Company giving you satisfactory service? Please be very explicit on this point.
3. Has there been any undue pressure by any one particular company desiring to supply equipment to be used in conjunction with the bookkeeping machine?
4. It is assumed that you will no longer need initiation or per capita stamps. Yes or No?

Shortly the International will remit to the National Cash Register Company in the neighborhood of \$300,000, as an initial payment on machines delivered so far. Your cooperation in providing the above information will materially assist me in proceeding with the settlement of this bill.

With best wishes,

Fraternaly yours,

JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

JFE:mjc

STr25-100-3/54



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS-CHAUFFEURS-WAREHOUSEMEN & HELPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, Gen'l Sec'y-Treas.
100 INDIANA AVE., N.W.

WASHINGTON 1, D. C.

December 4, 1953

**To Those Secretary-Treasurers Who Have
Purchased Bookkeeping Machines:**

The response to the demonstration of the bookkeeping machine given in various sections of the country was very good. Well over a hundred locals have already placed orders for these machines indicating the progressive thinking of the officers of these particular locals and their desire to further the interest of their organization by incorporating the latest technical advancements available for their usage.

It is not anticipated that the first machines will be delivered until sometime after January 15. Since shipments will be made to the local unions in the order in which the locals placed their request with this office it will be appreciated that some of the machines will not be received by the local unions until well into March of 1954.

It is understood, of course, that those local unions purchasing machines, and which are transferring from the present visible file type ledger card, would not wish to purchase an additional stock of this card. For your information, the ledger card which will be used with the bookkeeping machine can be shipped immediately, in units of 500, in any desired quantity at \$15.00 per 1,000 cards.

It is suggested that you place your order immediately if you desire to set up these cards by the first of the year.

The question that will be immediately asked is, "Can these cards be used until the arrival of the bookkeeping machine itself?" The answer to this is, "Yes".

To Those Secretary-Treasurers Who Have
Purchased Bookkeeping Machines
December 4, 1953
Page Two

Postings can be made by pen or typewriter, whichever the quicker means, probably as rapidly as postings were made on the visible file type of card. Then when the bookkeeping machine has arrived and is put into operation by the company's representative the local union can continue to use the same ledger card without any inconvenience whatsoever.

Those locals which have already placed orders for cards need not replace their orders. Their cards will be shipped automatically.

Let me hear from you on the above matter as soon as is convenient, bearing in mind the delay in parcel post shipments occasioned by the holiday rush.

With best wishes,

Fraternally yours,

John F. English

JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

JF:ejf

Str5-125
12/53



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS, WAREHOUSEMEN & TIPPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, Gen'l Sec'y-Treas.
100 INDIANA AVE., N.W.

WASHINGTON 1, D. C.

November 5, 1953

To the Officers of the Local Unions
Affiliated With The Eastern Conference
of Teamsters, And of those Local Unions
Situatd In the Provinces of Quebec and
Ontario, Canada

Dear Sirs and Brothers:

I have arranged for a demonstration of the much discussed new bookkeeping machine, in the cities listed below, on the date, at the time and place, indicated. This demonstration will be under the guidance of one of our International Auditors as well as a Representative of the National Cash Register Company which Company's machine has been selected as the most appropriate for the needs of our local unions.

All Secretary-Treasurers, together with their head bookkeepers, are invited to attend one of these demonstrations at whatever city is convenient to them.

Your kind cooperation will be appreciated.

Sincerely and Fraternally,

JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

<u>CITY</u>	<u>DATE</u>	<u>LOCATION</u>
Buffalo, N.Y.	Mon., Nov. 9, 1953	Lafayette Hotel
Rochester, N.Y.	Tues., Nov. 10, 1953	Rochester Hotel
Albany, N.Y.	Thurs., Nov. 12, 1953	Teneyck Hotel
Boston, Mass.	Mon., Nov. 16, 1953	Teamsters Building, 650 Beacon St.
New York, N.Y.	Tues., Nov. 17, 1953	National Cash Register Company 50 Rockefeller Plaza, 2nd Floor
Baltimore, Md.	Wed., Nov. 18, 1953	Teamsters Bldg., 6001 Pulaski Hwy.

ALL DEMONSTRATIONS WILL BEGIN AT 10:00 A.M.

STr2-275
11/53

9-1007 3-10 501



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN & HELPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, Gen'l. Sec'y-Treas.
100 INDIANA AVE., N.W.

WASHINGTON 1, D. C.

August 25, 1953

To All Joint Council Secretary Treasurers

Dear Sir and Brother:

This is to advise you that there will be a demonstration of a book-keeping machine, which is presently being set up by the manufacturer of the machine to meet the necessary requirements of local union bookkeeping.

Because of the many local unions which have displayed an interest and have indicated that their bookkeeping work can be completed more expeditiously, and with more accuracy, by the use of a bookkeeping machine this demonstration is arranged after a lengthy and detailed survey.

The purpose of the demonstration is to give an opportunity to some of our representatives to see what can be accomplished with such a machine and, also, to get the opinions, suggestions and recommendations of such representatives on how improvement of the machine, if any, can be made.

After the demonstration, and after it is finally determined what we want a machine to do, arrangements will be made to demonstrate it in all areas so that the secretary-treasurers in those areas will have an opportunity to see it in operation.

You are requested to contact the larger local unions within your council and let the secretary-treasurers of these locals know of the primary demonstration, which will be held on Wednesday, September 2, 1953, at 10 a.m. in the general offices, 100 Indiana Avenue, N. W., Washington, D. C.

If any of them feel they can afford the time and expense to see this demonstration they are welcome to attend.

If the joint council desires to send a representative instead, he also is welcome to attend. Any local or joint council representative attending can report back to the joint council delegates the results of the demonstration.

With best wishes, I am

Faternally yours,

John F. English
GENERAL SECRETARY TREASURER

JFE:jef



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS-CHAUFFEURS-WAREHOUSEMEN & HELPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

100 Indiana Ave., N.W.
Washington 1, D. C.

July 3, 1953

To Secretary-Treasurers of all Local Unions

Dear Sir and Brother:

Consistent with the communication sent you under date of May 20, 1953, relative to bookkeeping machines, the committee is making its survey and is anxious to get additional information to help it in determining the necessary requirements of each local.

Depending upon the type and size of local, some have only one monthly dues, one initiation, no fines and no assessments. Some locals have one monthly dues, two or three different initiation amounts and perhaps a fine or assessment for various reasons; other locals have two or three different monthly dues amounts plus three or four different initiation fees and perhaps fines or assessments and, in some cases, insurance payments.

Whether or not you are interested in a bookkeeping machine at this time, I request that you fill out the enclosed questionnaire as quickly as possible and return it in the enclosed, stamped envelope.

This procedure for getting the desired information from all locals will greatly help the committee in its survey.

Your full cooperation will be greatly appreciated.

Fraternally yours,

Ray McCall

Chairman, Bookkeeping
Machine Survey Committee.



**INTERNATIONAL BROTHERHOOD
OF
TEAMSTERS WAREHOUSEMEN & HELPERS
OF AMERICA**

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

OFFICE OF
JOHN F. ENGLISH, Gen'l Sec'y-Treas.
100 Indiana Ave., N.W.

WASHINGTON 1, D. C.

May 20, 1963

TO SECRETARY TREASURERS OF ALL LOCAL UNIONS

During the past few months there have been several requests from our local unions for permission to install bookkeeping machines.

Four or five of our locals presently are using bookkeeping machines and are very much pleased with their operation.

I am told that these machines serve as a speedier, more efficient and more accurate method of complying with the intent of the International Constitution than the present manual method of making Day Book entries, Ledger Record postings etc.

In view of the fact that the request from our locals, to use these machines, is increasing it is only practical that a survey be made for the purpose of determining which type, of machine, will be most conducive to our needs consistent with uniformity of operation in our bookkeeping system.

This office is not trying to promote the sale of these machines but we do want to be helpful to locals which, are now or in the future, may be interested in such a machine. We want to cooperate in every way with our local unions in any effort to keep abreast with progress, if it is beneficial to the locals and the International and consistent with the Constitution.

I have no desire to go into the business of buying machines, for resale to our local unions, but I do feel that after a proper survey is made of the several types, of bookkeeping machines on the market, that this office will be able to determine which is the better machine for use in our local unions.

After such a survey is made and this office makes a choice of the most practical machine, consistent with a fair cost, I have no doubt but that a better purchase price to the locals can be arrived at, if all orders for machines are handled through this office, rather than if such machines were purchased directly by the individual local unions.

A committee has been appointed to make a survey of the machines on the market and what each machine will do consistent with our needs. It will take the committee about ninety days to complete this survey and upon its completion I will inform you as to its results.

I am requesting that if you are contemplating buying a machine that you hold off until you hear from me at the end of the survey.

Efforts will be made by this office to arrange for demonstration, in various areas, of whichever machine is chosen to be the most practical.

I would appreciate your cooperation with the committee by sending to it, as soon as possible, during its survey, any comments, suggestions or recommendations that you think might be helpful to it in making its survey.

Address all such communications to Ray McCall, Survey Committee Chairman, 100 Indiana Avenue, N.W., Room 510, Washington 1, D. C.

Fraternally yours,

John F. English.

JOHN F. ENGLISH
GENERAL SECRETARY TREASURER

JFE:ms

**INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS OF AMERICA**

TO BOOKKEEPING MACHINE SURVEY COMMITTEE

FROM LOCAL # _____

Name of Officer Submitting Information

DUES—(Enter each amount of monthly dues below)

\$ _____
A

\$ _____
B

\$ _____
C

INITIATION—(Enter each amount of Initiation charged—below)

\$ _____
A

\$ _____
B

\$ _____
C

\$ _____
D

\$ _____
E

\$ _____
F

FINES—Does your local have fines for

1. Delinquent dues payments? _____
2. Non-attendance at meetings? _____
3. Other—(Specify) _____
4. Other—(Specify) _____

ASSESSMENTS—Does your local have assessments for

1. Death Benefits? _____
2. Health & Welfare? _____
3. Other—(Specify) _____
4. Other—(Specify) _____

INSURANCE—Are insurance payments made to your local? _____

What percentage (approximately) of dues is collected—

1. At the office? _____
2. By shop stewards? _____
3. By business agents? _____
4. By check-off? _____

NOTE: Kindly indicate phone number, spelling out prefix. This number will assist the survey committee to contact your local more easily.

PHONE: _____

International Brotherhood of Teamsters,
Chauffeurs, Warehousemen and Helpers



LOCAL UNION No. _____

_____ SEC Y

_____ STREET

_____ CITY _____ STATE



RAY McCALL

100 Indiana Ave., N. W., Room 510

WASHINGTON 1, D. C.

ADMIN. FILE
Survey - Bookkeeping
X
X

100 Indiana Avenue, N.W.
August 17, 1953

(1)

Mr. Philip Martel
Secretary-Treasurer
Teamsters Local Union No. 933
64 E. Clinton Ave.
Newark, N. J.

Dear Sir and Brother:

This will acknowledge receipt of your survey which I requested of all local unions under date of July 3, 1953.

I noticed at the bottom of your survey you pointed out that you received no communication from John F. English under date of May 20, 1953, relative to bookkeeping machines. I am therefore enclosing a photostatic copy of that communication for your information and files.

Thanking you for your speedy response, I am

Fraternally yours,

RTM:nn
Enc.

Ray McGill
Auditor

933

~~MA~~

PHILIP MARTELL

S-T

ADMINISTRATIVE FILE

Summary Bookkeeping
X
X

X
100 Indiana Avenue, NW
June 22, 1953

(1)

Mr. Paul G. Mancian
Secretary-Treasurer
Teamsters Local Union No. 64
511 Westminster St.
Providence 3, R. I.

Dear Sir and Brother:

This is in answer to your communication of June 18, 1953, pertaining to the ledger card cabinets now being used in your bookkeeping system.

This is to advise you that any bookkeeping machine which may be recommended by the International in the future will require a different type of card; they will not be used in the type of cabinets now being used. I would suggest that, if you possibly can, you hold off from buying any additional cabinets until you have an opportunity to see what the machine operation will require. There is no doubt in my mind that the machine bookkeeping system will greatly expedite the work of keeping the required records.

With best wishes, I am

Fraternally yours,

RTM:sm

Ray McCall

Bakery, Food, Dairy, Beverage and Miscellaneous Drivers,
Advance Salesmen, Warehousemen and Helpers
Local Union No. 64

PAUL G. HANOIAN
Secretary-Treasurer

Affiliated with:
International Brotherhood of Teamsters,
Chauffeurs, Warehousemen and Helpers
of America
American Federation of Labor

R. I. State Federation of Labor
Providence Central Federated Union
New England Conference of
Bakery Drivers

Telephone:
DExter 1-8241

511 WESTMINSTER STREET, PROVIDENCE 3, R. I.

ADMINISTRATIVE FILE

June 18, 1953.

Mr. Ray McCall, Survey Committee Chairman
International B. T. C. W. & H. Of A.
Washington 1, D.C.

Dear Sir and Brother:-

It was our intention to immediately purchase
a six-drawer cabinet to meet the present requirements
necessitated by the change in our procedure of
filing cards in the cabinet from numerical to
plant-wise order.

However, we are desirous of knowing whether or not the
cabinets will be used in conjunction with any bookkeeping
machine that may be suggested in the future by the
International.

Will you please advise us regarding this matter

With best wishes, I remain,

Fraternally yours,

Paul G. Hanoian
Business Representative
Local Union No. 64

PGH/kh.

ADMINISTRATIVE FILE

Survey Bookkeeping

X

X

II

(1)

100 Indiana Avenue, N. W.

June 14, 1953

Mr. Frank W. Ranney
Secretary-Treasurer
Teamster Local Union No. 200
816 West National Avenue
Milwaukee 4, Wisc.

Dear Sir and Brothers:

This will acknowledge receipt of your communication of June 15, 1953, relative to bookkeeping machines.

Our committee has discussed with the manufacturers of these machines the several points mentioned in your letter. It appears, after seeing the operation of several of these machines, that we may hope for some promising results—at least, in the case of most of the points you mentioned.

I think you have covered the most important points which will be required with respect to such a machine, and some time in the future I may write for your opinion with respect to the use of a receipt for dues to replace the dues book and stamp now being used. I have it on record that you are interested in a machine when the proper one is chosen by the International Union.

Thanking you for your cooperation, I remain

Fraternaly yours,

RTM:ms

Ray McCall

"United to Protect."



"not Combined to Injure"

Chauffeurs, Teamsters and Helpers "General" Local Union No. 200

O.F.I.B. OF T.C.W. & H. OF A.

ADMINISTRATIVE FILE

816 West National Avenue
Phone Mitchell 5-2190

ATTACHED WITH
AMERICAN FEDERATION OF LABOUR
WISCONSIN STATE FEDERATION OF LABOUR
MILWAUKEE FEDERATED TRADES COUNCIL
MILWAUKEE TRUCK DRIVERS' LOCAL COUNCIL No. 40
MILWAUKEE BUILDING TRADES COUNCIL

Survey Bookkeeping
X
X

June 15, 1953

Milwaukee 4, Wis.

Ray McCall,
Survey Committee Chairman,
100 Indiana Avenue, N.W.,
Room 510,
Washington 1, D. C.

Dear Friend Ray,

I am in receipt of Secretary-Treasurer, John F. English's letter regarding bookkeeping machines.

Our Local Union is interested in establishing a mechanical bookkeeping system. We have given quite some thought to such a venture.

We believe that the establishment of such a system would save considerable labor and in a very short time it would pay for itself. We believe that our present ledger card index system wastes a lot of man-power, and that it also leaves room for error. It could even be manipulated by unscrupulous persons in such a way that it would be very difficult to detect without making a costly audit.

A fool-proof mechanical bookkeeping system certainly would be, in many ways, an asset to our organization. We feel that any such system would also require the establishment of a new dues book, one that would not require the pasting of stamps to show the payment of dues. This, in our opinion, is also a waste of man-power and a very inaccurate method.

If a machine could be purchased that would in one operation, post the member's payment of dues and imprint on his dues card, a receipt for payment, a machine similar to those used in some credit houses, it would provide a fool-proof method of bookkeeping that would insure the International of its correct per-capita tax, and the Local Union of an honest and accurate bookkeeping method.

We hope that your survey committee will be successful in this job.

Fraternally yours,

CHAUFFEURS, TEAMSTERS AND HELPERS
"GENERAL" LOCAL UNION NO. 200

J. H. Ranney

PURCHASE
PROMOTE EMPLOYMENT . . . F. H. Ranney, Sec.-Treas.

FOR CONVENIENCE . . .

HAVE IT DELIVERED . . .



ADMINISTRATIVE FILE

Survey Bookkeeping
X
X

X (1)
100 Indiana Avenue, NW
June 15, 1953

Mr. Lou Barra
Recording Secretary
Teamsters Local Union No. 688
1127 Pine Street
St. Louis 1, Mo.

Dear Sir and Brother:

This will acknowledge receipt of your communication dated
June 9, 1953, pertaining to bookkeeping machines.

I wish to thank you for your cooperation in helping Jim
Brodbeck and myself in our efforts to select the machines best suited
to our local union.

Fraternaly yours,

RTM:mam

Ray McCall

Telephone: MAin 1284

HAROLD J. GIBBONS
Secretary-Treasurer



1127 PINE STREET & ST. LOUIS 1, MISSOURI

WAREHOUSE & DISTRIBUTION WORKERS' UNION

APPLIATED WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN & HELPERS OF AMERICA

ADMINISTRATIVE FILE

June 9, 1953

Mr. Ray McCall
Survey Committee Chairman
100 Indiana Avenue, N. W., Room 510
Washington 1, D. C.

Dear Brother McCall:

In re your letter of May 20, 1953 from General Secretary-Treasurer John F. English, you will recall that on Monday, June 8th, I had the pleasure to meet you, and along with Mr. Meber of our Staff, reviewed the business operation of Local 688. Local 688 has been using the cash register machine for some time and are highly sold on its efficient operation in maintaining accurate bookkeeping.

If we can be of any further use to your committee or Mr. English, do not hesitate to call on us for any additional information or help you may require.

Fraternally yours,

Lou Berra
Lou Berra
Recording Secretary

LF/hr

LOCAL ADMIN. FILE

Survey Bookkeeping
X
X

X (1)

100 Indiana Avenue, NW
June 15, 1953

Mr. Henry P. Woodbury
Secretary-Treasurer
Teamsters Local Union No. 883
115 - 3rd Street
Hood River, Oregon

Dear Sir and Brother:

This will acknowledge receipt of your communication dated
June 3, 1953, pertaining to bookkeeping machines.

I have made a note of the fact that you are interested, and
you will be notified when the International Office has made a deter-
mination of a machine best adapted to the needs of our local unions.

I wish to thank you for your cooperation and speedy response.

Fraternalty yours,

RTM:mm

Ray McCall



**TWIN CITIES TEAMSTERS, WAREHOUSEMEN,
FRUITWORKERS AND HELPERS, Local Union No. 883**

The Dalles and Hood River, Oregon

AFFILIATED WITH
I. B. OF T. C. W. & H. OF A.
AMERICAN FEDERATION OF LABOR
JOINT COUNCIL OF TEAMSTERS NO. 27

June 3, 1953

115 3RD STREET
HOOD RIVER
TELEPHONE 4824
HOOD RIVER
P. O. BOX 55
HOOD RIVER, OREGON

LOCAL ADMIN. FILE

883
X
X

Mr. Ray McCall
Survey Committee Chairman
100 Indiana Ave., N. W. Rm. 510
Washington 1, D. C.

Dear Sir:

In reply to your letter of May 20, 1953
asking for comments on bookkeeping machines for
the local unions.

My opinion is the machines would speed up the
bookkeeping operation, and without a doubt
would be more accurate and efficient than the
manual method which should help cut down on
office help.

I would welcome a demonstration when the commi-
tee has decided which machine would be most
practical.

Very truly yours,

TEAMSTERS UNION #
883,

Henry F. Woodbury
Henry F. Woodbury, Sec'y-Treas.

GENERAL PRESIDENT
OFFICE OF

HW:lm

JUN 3 9 15 AM '53

STATIONERY
UNIT

HAVE IT DELIVERED

ADMINISTRATIVE FILE
Survey Bookkeeping
X
X

1 (1)

100 Indiana Avenue, NW
June 5, 1953

Mr. Clyde C. Crosby, Secretary
Teamsters Local Union No. 162
1020 N. E. Fair Ave.
Portland 12, Oregon

Dear Sir and Brother:

This will acknowledge receipt of your communication dated
June 1, 1953, pertaining to bookkeeping machines.

I have made a note of the fact that you are interested, and
you will be notified when the International Office has made a deter-
mination of a machine most practical to be used by local unions.

I wish to thank you for your cooperation and speedy response.

Fraternaly yours,

Ray McCall
Ray McCall

RTM:am



June 1, 1933

Mr. Ray McCall
Survey Committee Chairman
100 Indiana Avenue N. W.
Room 510
Washington 1, D. C.

Dear Sir and Brother:

This letter will acknowledge receipt of a communication from John F. English, General Secretary-Treasurer, International Brotherhood of Teamsters, in which he has indicated that a survey is being made to determine what type of bookkeeping machines would be the most beneficial for the use of Local Unions.

Local 162 in Portland has a membership of almost 6,000, and we feel that a machine of this type would greatly streamline the necessary work in our office. We are keenly interested in your survey and will appreciate word from you when you have made some decision as to which type the International will recommend. Thank you very much in advance.

Fraternally yours,

Clyde C. Crosby

Clyde C. Crosby, Secretary
General Teamsters Local 162

CC:lr

ADMINISTRATIVE FILE
Suzzy Bookkeeping
x
x

X (1)

100 Indiana Ave., NW
June 5, 1953

Mr. John L. Biggers
Secretary-Treasurer
Teamsters Local Union No. 667
1191 Linden Avenue
Memphis, Tenn.

Dear Sir and Brother:

This will acknowledge receipt of your communication of June 2, 1953, pertaining to bookkeeping machines.

I have made a note of the fact that you are interested and willing to go along on whatever type of machine is decided upon. I wish to thank you for your cooperation and speedy response.

Sincerely yours,

Ray McCall
Ray McCall

RTH:ma



TRUCK DRIVERS, SALESMEN
AND WAREHOUSEMEN'S Local Union No. 887

ADMINISTRATIVE FILE

Surveybook

OF THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN & HELPERS OF AMERICA - A.F.L.

TEAMSTERS OFFICE
1191 LINDEN AVE. . . 32-1782 • 32-3976
MEMPHIS, TENNESSEE

June 2, 1953

Mr. Ray McCall, Survey Committee Chairman
100 Indiana Avenue, N. W. - Room 510
Washington 1, D. C.

Dear Sir and Brother:

In reply to Brother English letter dated May 20, 1953
in regard to installation of bookkeeping machines,
please be advised that we are willing to go along with
the other local unions in whatever type of machine they
decide upon.

Fraternally yours,

John L. Biggers
John L. Biggers
Secretary-Treasurer

JLB:IW

ADMINISTRATIVE FILE
Summary Bookkeeping
- X -
X

100 Indiana Avenue, NW
June 3, 1953 (1)

Mr. Patrick E. Heeky
Secretary-Treasurer
Teamsters Local Union No. 406
436 Ottawa Ave., NW
Grand Rapids, Mich.

Dear Sir and Brother:

This will acknowledge receipt of your communication dated
June 1, 1953, pertaining to bookkeeping machines.

I have made a note of the fact that you are interested,
and you will be notified when the International Office has made a
determination of a machine most practical to be used by local unions.

I wish to thank you for your cooperation and speedy response.

Fraternally yours,

RTM:am

Ray McCall

GENERAL TEAMSTERS UNION

LOCAL 406, INT. BRO. T. C. W. & M.
430 OTTAWA AVENUE, N. W.
GRAND RAPIDS 2, MICHIGAN

ADMINISTRATIVE FILE

Survey *Bookkeeping*
X
X

R. M. Mackey
6/4/53

June 1, 1953

Mr. Ray McCall
Survey Committee Chairman
100 Indiana Avenue, N.W.
Room 510
Washington 1, D. C.

Dear Sir and Brother:

We have received a letter from Mr. John F. English,
General Secretary-Treasurer in regard to bookkeeping
machines.

This Local is very much interested in any machine
that is speedy, efficient, and accurate.

Mr. English also states that any comments, suggestions,
or recommendations would be appreciated; therefore, we
would say that we have seen some literature on a machine
that we believe is put out by the American Cash Register
Company, which looks promising.

Anything your committee can do to determine a consistent
machine for our use will be greatly appreciated.

Yours fraternally,

GENERAL TEAMSTERS UNION, LOCAL NO. 406

Patrick E. Mackey
Patrick E. Mackey, Sec.-Treas.

PEM:PM

39 SOUTH STREET

MULBERRY 6740



TRUCK DRIVERS AND HELPERS
. . LOCAL UNION NO. 355 . .
INTERNATIONAL BROTHERHOOD OF TEAMSTERS

AFFILIATED WITH THE
AMERICAN FEDERATION OF LABOR
MD. STATE AND D. C. FEDERATION OF LABOR
BALTIMORE FEDERATION OF LABOR
UNION LABEL TRADER DEPARTMENT
TEAMSTERS JOINT COUNCIL NO. 82

ADMINISTRATIVE FILE

BALTIMORE 2. MD.

June 1, 1953

International Brotherhood of Teamsters
100 Indiana Avenue, N. W. - Room 510
Washington 1, D. C.

Attention: Mr. Ray McCall,
Survey Committee Chairman

Dear Sir & Brother:

Replying to yours of the 27th instant, in re bookkeeping
machines. Please be advised as follows:

This Local Union has always employed the bookkeeping methods
as we were instructed by our International Union and in compliance with
our Constitution. Since we have had no practice with bookkeeping
machines, we are unable to give you any constructive comment or sugges-
tions. At the present time the small size of our Local and the nature
of our work is such that same is easily and efficiently handled by one
competent office employee who acts as cashier and bookkeeper.

We, of course, do not know what the future may bring but in
the immediate present we could ill afford to purchase any further office
equipment.

Regretting our inability to offer something more constructive
to you and your Committee, we are

Faternally yours,

TRUCK DRIVERS AND HELPERS
LOCAL UNION NO. 355

Harold J. Miller
Harold J. Miller,
Secretary-Treasurer

HJM:og

"INSIST ON ALL UNION DELIVERIES"